

HCA Acquisition Strategy Meeting

Program Name

Presenter(s)

Date of Presentation

Acquisition Strategy Agenda

- Introduction of Meeting Participants
- Description of Program
- Procurement History
- Acquisition Strategy
- Acquisition Schedule
- Question & Answer/Discussion
- Follow-up Actions

Meeting Participants

- Contracting Officer
- Associate Director/Division Director
- Competition Advocate (or designee)
- AD for Quality Assurance (or designee)
- Small Business Specialist
- OGC Representative
- Program Manager
- Program Director (optional)
- Program Financial Officer

Description of (Name of Program)

- Using only this slide, provide a brief description of the program

Procurement History

- Using charts or other graphics, identify the procurement history of the program: Previous contracts, contractor(s), contract value, period of performance, whether or not the actions were competitive, results and performance issues. No more than 2 slides are to be used.
- Be prepared to discuss type of contract used, extent of competition, protests received, and lessons learned.

Acquisition Strategy Discussion

- Market research completed or planned
- Use of RFIs/Draft RFPs/Industry Days, etc.
- Describe the level of competition expected
- Level and type of small business involvement
- Contemplated contract type
- Evaluation criteria and methodology
- Pricing strategy
- Team formation

Acquisition Schedule

- Provide a high level milestone schedule which, at a minimum, provides anticipated dates for the following activities:
 - Industry Day
 - Issuance of RFI/Draft RFP
 - AP Approval
 - Issuance of RFP
 - Receipt of Proposals
 - Completion of Evaluations
 - Contract Award

QUESTIONS & ANSWERS/DISCUSSION

Follow-up Actions

- During the meeting, a record of all action items, assigned action officers, and due dates will be captured. At the end of the meeting, they will be read back to the attendees to ensure agreement. The final list will be sent via email within one business day to all meeting participants.